



# iRenovate Network for Referral Partners

## Referral Partnership Agreement

This Referral Partnership Agreement (“Agreement”) is made effective as of the date signed below, by and between **Capital City Construction** and/or **Capital City Mortgage**, collectively referred to as the “Company,” and the individual or organization identified below, referred to as “Referral Partner.”

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### 1. Purpose of Agreement

The purpose of this Agreement is to formalize the relationship between the Company and the Referral Partner as part of the **iRenovate Network**, designed to reward individuals and organizations who refer flooring or commercial loan clients.

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### 2. Referral Bonus Structure

Referral Partners will receive a tiered bonus based on the number of **completed flooring referrals** or **funded commercial loan referrals**:

◆ **Flooring Referral Tiers:**

- **Tier 1:** \$250 per project (1–2 completed referrals)
- **Tier 2:** \$500 per project (3–5 completed referrals)
- **Tier 3:** \$750 per project (6+ completed referrals)

◆ **Commercial Loan Referrals:**

- Bonus compensation will be determined based on the loan amount and product type.
- Payouts will occur only after loans are fully approved and funded by Capital City Mortgage.

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### 3. Payment Terms

- Referral bonuses will be paid **only upon full project completion** and **payment from the referred client** to Capital City Construction or upon successful **loan funding** by Capital City Mortgage.
- Referral bonuses will be processed within **14 business days** of confirmed project payment or loan disbursement.
- Referral Partner must submit a completed W-9 form prior to any payment being issued.

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### 4. Client Referral Requirements

- The Referral Partner must submit client information using the approved referral form or tracking system.
- All clients must give **explicit consent** to be contacted by the Company.
- The Company reserves the right to accept or reject any referred lead based on internal qualifications or business scope.

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### 5. Legal Disclaimers

- **No Guarantee of Payment:** Submission of a referral does not guarantee compensation. Referral bonuses are only issued for clients who complete projects or fund loans with the Company.
- **Right to Refuse Services:** Capital City Construction and Capital City Mortgage reserve the right to decline service to any referred client.
- **Program Changes:** The Company reserves the right to alter, suspend, or discontinue this referral program or change the bonus structure at any time.
- **Compliance:** Referral Partners agree to follow all applicable federal and state regulations in marketing or referring clients.

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### 6. Independent Contractor Status

This Agreement does not create an employment relationship. The Referral Partner is acting as an independent contractor and is responsible for their own taxes and business practices.

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### 7. Confidentiality & Use of Materials

All training content, referral forms, branding materials, and communication templates are confidential and remain the property of the Company. Referral Partners agree not to share or misuse materials without written permission.

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## **8. Termination of Agreement**

This agreement may be terminated by either party at any time with written notice. Any verified referrals prior to termination will be honored per the payment terms.

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## **9. Acknowledgment & Signature**

**Referral Partner Name:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Referral Partner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Company Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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